ORDER FOR SUPPLIES OR SERVICES

	PAGE 1 OF
	48

1. CONTRACT/PURCH ORDER/AGREEMENT NO.	2. DELIVERY ORDER/CALL NO.	3. DATE OF ORDER/CALL (YYYYMMMDD)	4. REQUISITION/PURCH REQUEST NO.	5. PRIORITY
N0017819D7599	N0001422F3000	2022SEP30	1300967993	DO-C9

6. ISSUED BY   CODE N00014

Office of Naval Research
875 N. Randolph St
Arlington, VA 22203-1995

7. ADMINISTERED BY *(If other than 6)*   CODE

SCD: C

8. DELIVERY FOB
- [ ] DESTINATION
- [ ] OTHER *(See Schedule if other)*

9. CONTRACTOR   CODE 05BD7   FACILITY 933578825

NAME AND ADDRESS
Engineering Services Network
13580 Groupe Drive, Suite 402
Woodbridge, VA 22192-4166

10. DELIVER TO FOB POINT BY *(Date)* *(YYYYMMMDD)*
SEE SCHEDULE

11. X IF BUSINESS IS
- [x] SMALL
- [ ] SMALL DISADVANTAGED
- [ ] WOMEN-OWNED

12. DISCOUNT TERMS
Net 30 Days WAWF

13. MAIL INVOICES TO THE ADDRESS IN BLOCK
SEE SECTION G

14. SHIP TO   CODE

SEE SECTION F

15. PAYMENT WILL BE MADE BY   CODE HQ0337

DFAS Columbus Center, North Entitlement Operations
P.O. Box 182266
Columbus, OH 43218-2266

MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER	
DELIVERY/CALL [x]	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE [ ]	Reference your _____ furnish the following on terms specified herein. **ACCEPTANCE.** THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

Engineering Services Network		Michelle Smith	
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED *(YYYYMMMDD)*

[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

SEE SCHEDULE

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE				

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA

/s/Mary Dent
BY: 09/29/2022   CONTRACTING/ORDERING OFFICER

25. TOTAL	$3,745,882.00
26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN
[ ] INSPECTED   [ ] RECEIVED   [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED: _____

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE *(YYYYMMMDD)*	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP. NO.	29. D.O. VOUCHER NO.	30. INITIALS
	[ ] PARTIAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
f. TELEPHONE NUMBER g. E-MAIL ADDRESS	[ ] FINAL		
	31. PAYMENT		34. CHECK NUMBER

36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.

a. DATE *(YYYYMMMDD)*	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	[ ] COMPLETE [ ] PARTIAL [ ] FINAL	35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY *(Print)*	39. DATE RECEIVED *(YYYYMMMDD)*	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

DD FORM 1155, DEC 2001   PREVIOUS EDITION IS OBSOLETE.

Section C - Description/Specifications/Statement of Work

<u>C-1 Performance Work Statement (PWS)</u>

This PWS is for a non-personal services contract to provide technical, engineering and programmanagement support services for both ONR and Department of the Navy (DON) Small Business Innovation Research/Small Business Technology Transfer(SBIR/STTR) Programs.

The below six (6) tasks pertain to support to be provided to the DON PMO.

- <u>Technology Transition and Commercialization</u>

The contractor shall:

a. Improve the efficiency and effectiveness of activities that support the transition ofDoN SBIR/STTR technologies to non-SBIR/non-STTR funding, activities may include but are limited to identifying projects requiring assistance, demonstration/promotion of SBIR/STTR technology, development of transition documentation, and drafting of documentation to support Phase III contracts.

b. Develop new initiatives to improve the transition of technologies and commercialization success. Identify and design new strategies and techniques forthe tracking of the transition and commercialization of technologies.

Analyze and explore the methods, processes, and tools that lead to success in thetransition and commercialization of SBIR/STTR developed technologies in various technology areas and insertionscenarios.

Host, maintain and continue to upgrade, including evaluate and update the currentsearch engine with capability equivalent to or better than current capability provided at <u>www.NavySBIRSearch.com.</u> This search engine is provided to querythe Navy's SBIR/STTR database and return relevant results to enable searchers to identify potential technologies and companies of interest. The system is currently run using a license of HP IDOL© software, however the contractor may employ other search engine software products. The payment of the licensing fee is the responsibility of the Contractor and is an allowable expense under an other direct cost (ODC). The goal of this effort is to enable prime contractors and System Command (SYSCOM) program managers to identify SBIR/STTR technologies that can be of use to their programs for either government or commercial applications.

e. Assist in the collection of all DoN Commercialization Readiness Program (CRP)data as well as the preparation and submission of the CRP report to the DoD.

Participate in and coordinate various meetings, conferences and other events designed to foster interchange and networking between participating SBIR/STTRprogram participants small business concerns (SBCs), government acquisition program personnel, commercial contractors who supply DoN/DoD systems (Prime Contractors) and other stakeholders.

Assist in the development and review of processes and procedures for the implementation of Acquisition Strategy and Acquisition Plan reviews and approvals for SBIR technology insertion goal for ACAT programs and other designated programs. This would include the development of training and implementation guides for Program Executive Office (PEO), Program Managers (PM) and others involved in the development of the strategies and plans as well asthose reviewing and approving them on the statutes, regulations, policies, processes, and procedures governing the SBIR goal requirements. (See Exhibit A, CDRL Data Item A018)

- <u>Outreach</u>

The contractor shall:

Identify potential participants and interested parties in the DoN SBIR/STTRprograms (including, for example, small businesses, participating

research institutions, other research partners (e.g. laboratories or testing facilities), transition agents, and funding sponsors).

Provide relevant SBIR/STTR training to those parties on subjects related to DoNSBIR/STTR (e.g. program overviews and requirements).(See Exhibit A, CDRL Data Item A019)

Assist interested parties in making "connections" to further program interests (e.g.identifying matches between SBIR/STTR technology and Program Executive Office (PEO) requirements and prime contractor needs so that meetings between parties can be arranged).

Staff DoN SBIR/STTR exhibits and booths at designated conferences; prepareinformational materials to highlight program requirements, opportunities, and successes.

Participate in panels and presentations to provide DoN SBIR/STTR programinformation as required.

Maintain the existing public website (navysbir.com) to provide outreach to potential program participants as well as for the dissemination of information andpolicies regarding program operation and successes. Significant upgrades to the existing public website are not anticipated, but could be required.

Attend, as needed, National and Regional SBIR Conferences and other relevantoutreach events sponsored by the DoD, SBA, or other sponsoring organizations.

Conduct outreach using social media platforms that appropriately targetstakeholders, program participants, and potential new innovators.

Policy and Strategy

   The contractor shall:

Develop for Government approval, disseminate and track policies, procedures, andstrategies necessary for the successful and efficient management and operation of the DoN SBIR/STTR programs including: identification and tracking of external statutes, regulations, and policies that impact the program.

Analyze both external and internal SBIR/STTR statutes, regulations, and policiesto identify (1) impediments to processes for efficient and effective execution, (2) requirements for changes to existing DoN policies, processes, and procedures, and (3) opportunities for improvements in efficiency and effectiveness in current DoNpolicies, processes, and procedures.

Maintain a repository of current DoN SBIR/STTR program policies, processes,and procedures easily accessible for use by all DoN Personnel; assist DoN Program Office personnel in the development of strategies and techniques for streamlining existing processes as they relate to interactions with the small business community (e.g. standard proposal, reporting, and contract formats).

Develop and implement methods and procedures for capturing guidance providedinformally (e.g. via e-mail) in response to questions so that consistent approachesand responses may be maintained DoN-wide.

Develop documentation on other program related activities or processes. Examples include instructions, meeting minutes, and training materials. Thisdocumentation will not require the provision of printing or specialized publication services.

Assist in the preparation of presentations on the DoN SBIR/STTR program. This assistance may require the use of complex analytical tools, extensive research intolegislative or policy requirements and the contacting of senior government and industry representatives. The Contractor may be required to work with various activities to obtain necessary reviews for security clearance checks and public release of information

approvals.

4. SBIR/STTR Research Topics

The contractor shall:

Perform both technical and administrative review of all DoN SBIR/STTRsolicitation topics as part of the DoN PMO topic review certification process including:

    i.   Ensure that SBIR/STTR topics clearly meet ASD(R&E) topic criteria.

    ii.   Verify SBIR/STTR topics are written so that small businesses with littleDoD/DoN experience can understand the requirement.

    iii.   Validate SBIR/STTR topics are not duplicative of other submitted researchtopics for on-going research.

    iv.   Confirm all SBIR/STTR topics properly address the requirements includedin the DoN SBIR/STTR Topic Review application.

Assist in the analysis of SBIR/STTR topic writing issues.

Develop SBIR/STTR topic writing guides and training materials.

Conduct SBIR/STTR training and assistance for topic authors and reviewers.

5. DoN Program Implementation and Execution

The contractor shall:

Provide assistance and analysis to determine program effectiveness; providerecommendations and implement program improvement efforts.

Prepare, with the DoN PMO oversight, SBIR and STTR proposal solicitationinstructions detailing program-specific guidelines for Phase I, II, and III awards; provide approved DoN instructions to the DoD for inclusion in joint solicitations.

Assist in the administrative management and oversight of statutes, regulations, andpolicies related to the DoN SBIR/STTR programs as they relate to reporting of budget calculation, allocation, management, and executionincluding:

    i.   Review and maintain a file of both external and internal SBIR/STTR statutes, regulations, and policies to determine if actions are required to update the DoN SBIR/STTR budget calculation SOP.

    ii.   Assist in verifying the report of the budget calculation to the DoD and ensure that it has been received, prepared, reviewed and submitted to the DoD according to DoD's established deadline.

    iii.   Assist in the review of budget allocations, received from DoN to the System Commands (SYSCOMs), verifying budget allocations are calculated correctly and necessary adjustments have been submitted andexecuted according to the timelines established by the DoN PMO.

    iv.   Assist in conducting monthly reviews of budget execution (obligationrates) to monitor the timely execution of budget authority.

    v.   Assist with the receipt and tracking of administrative funds including the planning, execution, and documentation of accomplishments to verify reporting for all DoN activities. Assist in the collection of all DoN SYSCOM Admin funding plan requests and supporting data, as well as the preparation and submission of the DoN Administrative

Funding Pilot Program Work Planand Report to SBA. (See Exhibit A, CDRL Data Item A014)

Serve as liaison for the various SYSCOM programs to provide immediate assistance in answering questions regarding established rules, policies, and regulations; coordinate the response to DoN Data requests; and monitor SYSCOMprogram activities for urgent information requests.

Maintain a detailed statistical analysis of the effectiveness and efficiency of the DoNSBIR/STTR program known as the health monitoring report. The Contractor shall collect data and update the health monitoring report quarterly with current DoN and SYSCOM budgets and DoD commercialization data. The Contractor shall modify calculations within the report as required and update the data glossary. The report dataand format is found within the Program Management Database application. (See Exhibit A, CDRL Data Item A017)

Capture and analyze data in order to prepare a monthly SBIR/STTR Dashboard Metrics Report including the average duration for Phase II time to award and time without funding, and number of awards, by SYSCOM and program, displaying 12-month averages for the past three months. (See Exhibit A, CDRL Data Item A015)

Provide technical, managerial and administrative services to execute technical analysis, develop reports, provide documentation and create graphics in supportof program activities.

Develop and provide an annual DON SBIR/STTR Year in Review, to include a supplemental one page summary, utilizing infographics and text to highlight accomplishments, innovative activities, commercialization/phase III success stories, and impacts with underserved. (See Exhibit A, CDRL Data Item A0016)

Plan, arrange, attend, provide overall program management support for monthlyDoN-wide SBIR/STTR program managers meeting, industry showcase events, and SBIR/STTR training workshops.

The contractor will also attend annual DoD and DoN-wide SBIR/STTR conferences and provide logistical support as needed. The contractor shall attendweekly staff meetings held by the Director of DoN SBIR/STTR programs and provide updates to the director in those meetings of on-going initiatives. Additional meeting and conference support may be required on an ad hoc basis.

Coordinate requests for public release, including submission to ONR's public release tool.

6. **Data Collection, Dissemination, and Reporting**

a. Support the system-wide data information functionality, which comprises databases, web applications, files, code, and related documentation employed inthis effort. Systems information provided by government in attachment 8: SBIR- STTR_Data_Systems_Information.

The contractor shall:

   i. Maintain all data systems in a cloud environment that is approved to minimally meet Federal Risk and Authorization Management Program(FedRAMP) Level 4 compliance, & Federal Information Security Management Act (FISMA).

   ii. Maintain three (3) separate environments: one (1) for operation, one (1)as a redundant back-up that mirrors the operational system and shall have data no more than 24 hours older than the operational system and one (1) for a testing environment which shall contain all operational systems and shall contain archived data files older than 24 hours.

   iii. Make all systems available 99% of the time during the hours of 0600-1800 across the continental US.

   iv. Host, support, maintain, and further develop as required the existing systems and applications, including the distinct SBIR/STTR data collection and reporting functions

(1) Topic Submission and Review,
(2) Proposal Receipt and Evaluation,
(3) Program Management, including user management control,
(4) Deliverables Receipt, and
(5) Search Engine (refer to 1.d).

v.   Maintain control of user access, monitoring process workflow, calendar updates, provide training and related materials, and helpdesk support.

vi.   Deploy latest available updates to all deployed software within 10 calendar days of their release, except for emergency security updates which must be deployed within 72 hours of their release.

vii.   Maintain multi-level security access at all times. The existing applications maintains SSL and requires a DoD issued Common Access Card (CAC). This must continue to be employed for all user accounts. Requests for new accounts must be approved by the DoN SYSCOM data manager to determine the role (access level) to be granted within the application. It is the DoN SYSCOM data manger's responsibility to notify the Contractor when an account should be de-activated.

viii.   Continuously monitor the applications and offer suggestions for improving the overall effectiveness of the system. This includes, but is not limited to, the timing of hardware and/or software refresh, the need for software upgrades, system configuration modifications, and application and database design changes to improve data collection, usefulness and reporting.

Support topic submission and review function by employing the Topic Review application, which includes but is not limited to capability for topic creation, editing, multi-level review and approval workflow during the topic lifecycle.

The contractor shall:

i.   Maintain the existing DoN Topic Submission and Review application including a database of all written research topics. The application must allow for input, tracking, and export of all topics from initial drafting by the author through approval by the DoN Program Manager (PM) and in format for acceptance by DoD for inclusion into the joint solicitation.

ii.   Maintain capability to capture topic text and related data as submitted by SYSCOM PMO users, manage topic submission cycle and workflow.

iii.   Ensure that users' roles facilitate topic capture and workflow.

iv.   Ensure topics are renumbered as required for submission to DoD. Export topics in the required format for submission of approved topics to DoD.

v.   Maintain the ability to quickly check for duplicative research and potential fraud, waste, or abuse; and enable interested parties to determine the availability of prior research efforts.

c.   Proposal Receipt and Evaluation encompasses the functionality for receipt and ingestion of proposals, capability to capture proposal evaluations and send notifications to proposers via two evaluation applications: Phase I Proposal Evaluation application and Initial Phase II Proposal Evaluation application.

The contractor shall:

i.   Maintain capability for receipt of phase I and phase II proposals from DoD submission portal, and for receipt of initial phase II proposals as submitted by proposers to the Navy SBIR/STTR Firm Portal.

ii. Import proposals and related data into appropriate evaluation application, i.e. Phase I Proposal Evaluation application or Initial Phase II Proposal Evaluation application, and Program Management Database application.

iii. Import Phase I proposals from the DoD within 3 business days of the BAA closing date. Import Phase II proposals within 7 business days of a Phase II proposal submission to the DoD. Make initial Phase II proposalsavailable immediately following submission.

iv. Generate DoN proposal receipt notifications and send to Phase Iproposers.

v. Maintain the existing DoN Phase I Proposal Evaluation and Initial PhaseII Proposal Evaluation applications and workflow, including related data.

vi. In the Initial Phase II Proposal Evaluation application, ensure SYSCOMsettings are suitable, and are maintained and updated per request from SYSCOM PMs.

vii. Ensure that evaluators can view the proposals, see populated evaluation criteria, enter evaluation comments for each proposal, enterevaluation ratings for each criterion for each proposal, and recommendoverall evaluation ratings based on weighted formula assigned to the evaluation criteria.

viii. Provides all evaluator rankings for a single proposal and for all proposals in a particular topic to a topic chair who may request that evaluators resolve differences or add comments to justify ratings, or thetopic chair forward a recommendation for non-award/award(s) to the PM. The PM may accept or reject the ranking and award recommendations.

ix. Ensure that if rejected, the topic chair must take action to correct theissues raised by the PM with the evaluations and resubmit the non- award/award recommendations for PM approval.

x. Ensure that once the award selections are approved by the PM, the evaluation system transmits an e- mail notice (using the contact information provided in the proposal and in the database) to the smallbusinesses notifying them of the DoN's intent to make an award or no award under the specific topic.

xi. Maintain ability to restrict the selection notice feature within the system,so that manual notices are required (outside the system), and the e-mail can only be generated by specified individuals, allowing for further review.

xii. Ensure that SBIR/STTR selection notifications are processed in accordance with FAR 15.5 utilizing the DoN's evaluation systems, and for coordinating posting of contract award notices on the Navy SBIR/STTR public website.

d. Support program management by utilizing the DoN SBIR/STTR Program Management Database application, which is an overarching repository of data associated with the DoN SBIR/STTR programs. This application contains information including topics, proposals, awards and funding provided to small businesses, copies of award and funding documents (contracts and modifications), and other award related data (e.g. progress reports, technical reviews, final reports, TPOC notes). SYSCOM data managers are responsible forupload of actual data with the exception of data required to be downloaded from DoD (e.g. published topics, proposals).

The contractor shall:

i. Host, maintain, and continue to upgrade the Program ManagementDatabase application, including mechanism for user management control applicable across the web applications.

ii. Maintain numerous standard reports and an ad hoc reporting feature foruser defined queries.

    iii.   Monitor the user community for the need for additional reporting requirements. Efficient and accurate reporting is critical to user satisfaction with the database, and a driver in maintaining data inputs.

    iv.   Maintain capability to plan, track and report on budgetary obligations byfiscal year, program, activity, Systems Command, and project.

    v.   Identify SYSCOM projects eligible for SBIR/STTR Transition Program(STP), and track participation in STP and FST.

    vi.   Support ad hoc reporting requests for system maintained data that is notreadily available using the existing Program Management Database.

    vii.   Prepare and submit quarterly data collection reports to the DoD SBIR/STTR program utilizing data collected in the Navy SBIR/STTRdatabase. (See Exhibit A, CDRL Data Item A003)

    viii.   Prepare and submit annual reports as required by 15 U.S.C. §638, theSmall Business Administration SBIR/STTR Policy Guide, the DoD SBIR/STTR Directive, Navy SBIR/STTR Instructions, and other statutory, regulatory or policy documents. (See Exhibit A, CDRL Data Item A004)

    ix.   Perform research and analysis to resolve differences in data as collectedand reported in the DoN SBIR/STTR database, the DoD SBIR/STTR database, database records maintained by the Small Business Administration regarding SBIR/STTR activity, and the System for Award Management (SAM).

e.   Deliverables submission and receipt. The Navy SBIR/STTR Firm Portal is the current application which receives deliverable and related documents from Phase I and Phase II awardees.

The contractor shall:

    i.   Maintain secure access for firms to submit documents.

    ii.   Ensure firms are able to select from a list of relevant contract numbersas well as a list of prepopulated document types.

    iii.   Ensure submitted documents are available for access in the ProgramManagement Database and Initial Phase II Proposal Evaluation applications as determined by user roles and system settings.

End of DON PMO Tasks

The below three (3) tasks pertain to support to the Office of Naval Research (ONR) SBIR/STTR.

1.   <u>ONR Technology Transition and Commercialization</u>

The contractor shall:

a.   Assist in the gathering of all ONR Commercialization Readiness Program (CRP)Data.

b.   Identify ONR SBIR/STTR developed technologies with the potential to solvemission challenges and meet market demands by tracking results of all ONR SBIR/STTR phase II efforts within 5 years of phase II end date.

c.   Track and manage all data associated with the financial and acquisition aspectsof the SBIR/STTR program to include the preparation of purchase requests forgovernment review and approval, assembly and consolidation of procurement package data from various government sources as required, monitoring

of procurement request execution throughout the procurement process to enable accurate financial
status reporting, and alerting of PM and other government personnel when schedule requirements are not being met.

    d.   Reconcile executed funds against award records.

    e.   Aid in the development, preparation and presentation of briefs and success metrics.

    f.   Assist with the preparation and coordination of all Phase III procurement documentation required by contracting, including acquisition plans, if applicable.

2. ONR SBIR/STTR Research Topics

The contractor shall:

    a.   Perform both technical and administrative review of all ONR SBIR/STTR solicitation topics as part of the ONR PM
topic review certification processincluding:

        i.   Ensure that ONR SBIR/STTR topics clearly meet ASD(R&E) topiccriteria.

        ii.   Verify SBIR/STTR topics are written so that small businesses with littleDoN experience can understand the requirement.

        iii.   Validate that SBIR/STTR topics are not duplicative of other submitted research topics.

        iv.   Confirm all SBIR/STTR topics properly address the requirements includedin the DoN topic submission database.

Assist in the analysis of SBIR/STTR topic writing issues.

Develop SBIR/STTR topic writing guides and training materials. (See Exhibit A, CDRL Data Item A020)

Conduct SBIR/STTR topic author training for ONR program officers as required.

3. SBIR/STTR Program Implementation and Execution

The contractor shall:

    a.   Evaluate program effectiveness and provide recommendations and implementprogram improvement efforts.

    b.   Work with the ONR SBIR/STTR program managers to plan and track all ongoingand future projects. This includes,
but is not limited to, assisting in topic generation, solicitation and evaluation stages of the proposal, assisting
in the creation and tracking of financial actions, working with the acquisition office to provide missing
documentation, and verifying that awards and modifications areproperly uploaded to the DoN SBIR/STTR database.

c. Perform related data entry tasks including input of all award and funding related data into the Program Management Database, uploading documents received outside the system (e.g. transition plans, correspondence, and technical reviews), and perform quality checks to ensure the proper upload of all documents requiredto be input to thedatabase.

d. Serve as the point of contact for all government and small business personnel with questions regarding access and use of the SBIR/STTR topic, evaluation,and program management databases.

e. Enter all evaluation team members and chairpersons into the proposal evaluationsite prior to proposal receipt and monitor the status of evaluations in accordancewith schedules and team memberships approved by the ONR SBIR/STTR PMs.

f. Prepare all Phase I and Phase II non-award selection notices and debriefs forgovernment review and release.

g. Provide training and preparation of presentations on program requirements,policies, processes, and sources ofassistance.

h. Preparation and routing/notification of PRs and PID numbers for contracting actions (Phase I, Phase II, increments, options), using NERP,NAVAIR's Procurement Management Tool (PMT), and making updates in the SBIR/STTR Program Management Database.

i. Track schedules, burn rate, milestones and progress of Phase II projects;hold regular project reviews (semi-annual) with TPOCs to monitor contract progress; determine if requests for incremental and option funding or administrative contract changes are needed.

j. Submit and coordinate requests for public release and monitor projects inthe SBIR/STTR Transition Program.

End of ONR Tasks

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The task below pertains to a thirty (30) day Transition In period

In the event the new contract awarded does not include the retention of the incumbent contractorproviding support for the SBIR/STTR Programs or if the government determines it is in its best interest, the option for data system transition shall be exercised at contract award in order to transition all DoN maintained data systems in accordance with the awarded Contractor's submitted and approved Data Systems Transition Plan (Exhibit A, Data Item A011), Database Transition Requirements provides general steps regarding the transition of the database.

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C-2 Personnel Requirements and Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the PWS. ONR requires contractors with a diverse set of management and technical abilities to assist in technical formulation and execution of SBIR/STTR programs; to assist in improving the quality, efficiency and effectiveness of the SBIR/STTR programs; and to assist with formulation of execution of program processes, policies and procedures.

All personnel shall have the following:

- · Be a US Citizen;
- · Be Proficient in the use of Microsoft Office to include Word, Power Point, Outlook, andExcel as well as SharePoint;
- · Able to communicate clearly, effectively, and articulate complex issues verbally and in writing; and
- · Meet the specific required skills and qualifications for their proposed position.

1. <u>**Program Manager – 1 Full Time Equivalent (FTE) (Key Personnel)**</u>

This position shall have the minimum qualifications:

a. Possess a bachelor's degree and demonstrate at least ten (10) years of experience managingprocesses and workflow, technical policy efforts related to research and development, and business administration projects with a complex set of interlocking goals and objective formultiple stakeholders, including:

      i. Recent (within the past 5 years) experience of DoD and DoN management policies andpractices; and

      ii. Recent (within the past 5 years) experience of DoD or other federal SBIR/STTR policies, procedures and processes; and

      iii. At least five (5) years of experience managing multiple team members insupport of Government customer to include technical and administrativepersonnel.

Desired Qualifications:

-     Demonstrate significant (2 years or more) recent (within the past 5 years) experience managing efforts in the support of SBIR/STTR programs as operated and managed in DoDand DoN program management offices.

-     Demonstrate significant (2 years or more) recent (within the past 5 years) experience reviewing and incorporating Small Business Administration (SBA) SBIR/STTR policydirectives and SBIR/STTR public law into operational processes, policies, guidance andprogram metrics.

-     Demonstrate significant (2 years or more) recent (within the past 5 years) experience workingwith organizations such as DoD SBIR (to include component SBIR Offices such as: Defense Advanced Research Projects Agency, Missile Defense Agency, DoN, Army, and Air Force) andthe SBA.

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2. <u>**Senior Analyst – 5 Full Time Equivalents (FTE) (3 FTE's shall be Key Personnel)**</u>

This position shall have the minimum qualifications:

a. Possess either (1) a bachelor's degree and at least ten (10) years of experience analyzing policies, procedures, facts, and data or (2) possess sixteen (16) years of experience analyzingpolicies, procedures, facts, and data.

b. Demonstrate experience developing quantitative metrics to address both performance andpolicy metrics.

c. Demonstrate experience producing high-quality written deliverables communicatingcomplex program data against policy requirements.

d. Demonstrate at least two (2) years within the past five (5) years, experience with DoD or otherfederal SBIR/STTR program policies, procedures, facts, data, and operations.

Desired Qualifications:

- Demonstrate recent (within the past 5 years) significant (minimum 2 years) experience with

    DoN SBIR/STTR program policies, procedures, facts, data, and operations.

3. <u>**Analyst 2 Full Time Equivalents (FTE)**</u>

This position shall have the minimum qualifications:

a. Possess either (1) a bachelor's degree and demonstrate at least five (5) years of experience analyzing policies, procedures, facts, data and operations or (2) demonstrate at least eleven (11) years of experience analyzing policies, procedures, facts, data, and operations.

b. Demonstrate at least two (2) years, within the past five (5) years, experience with DoD or other federal SBIR/STTR program policies, procedures, facts, data, and operations

4. **Subject Matter Expert (1 FTE shall be Key Personnel)**

This position shall have the minimum qualifications:

a. Possess either (1) a master's degree and at least fifteen (15) years of experience reviewing and incorporating policy and law into program objectives (e.g. policy, statutory or regulatory framework) or (2) possess a bachelor's degree and at least eighteen (18) years of experience reviewing and incorporating policy and law into program objectives (e.g. policy, statutory or regulatory framework).

b. Possess at least ten (10) years of experience developing and interpreting SBIR policies within a statutory and regulatory framework.

Desired Qualifications:

- Possess at least (10) years of experience in DoN and DoD SBIR/STTR program policies, procedures, facts, data, and operations.

5. **Technical Reviewer**

This position shall have the minimum qualifications:

a. Possess a bachelor's degree and demonstrate at least seven (7) years of experience in performing duties that exposes the individual to a variety of technical fields in science, engineering, or math.

b. Demonstrate experience analyzing and assessing technical qualifications and issues in a variety of current leading edge technological disciplines of interest to the DoD/DoN.

c. Demonstrate at least one (1) year of experience, within the past five (5) years, with technical subject matter as it relates to the SBIR/STTR programs' policies, procedures, facts, data, and operations within the DoD.

6. **Technical Writer**

This position shall have the minimum qualifications:

a. Possess either (1) a bachelor's degree and at least seven (7) years of experience in preparing and proofing highly technical documents across multiple technical fields or (2) possess ten (10) years of experience in preparing and proofing highly technical documents across multiple technical fields.

b. Demonstrate experience with the ability to recognize and discriminate between misspellings, technical terms and formulae; prepare, read, and correct documents for grammar and punctuation; and summarize and edit documents and reports for other uses.

c. Possess at least one (1) year of experience within the past five (5) years demonstrating knowledge of technical writing as it relates to the SBIR/STTR programs' policies, procedures.

7. **Senior Programmer (Key Personnel)**

This position shall have the minimum qualifications:

a. Possess either (1) a master's degree and at least five (5) years of experience in the coding of programs for the collection,

maintenance, searching, and reporting of data or (2) possessa bachelor's degree and at least ten (10) years of experience in the coding of programs for the collection, maintenance, searching, and reporting of data.

   b. Possess training in the use of and experience using the following programs, platforms, and services: ASP.Net/C#; web development including HTML, CSS, JavaScript; SQL Server; IIS;Java/JSP; HP IDOL management; Amazon Web Services (AWS) configuration and management; and source control management.

   c. Possess at least two (2) years of experience within the past five (5) years working withSBIR/STTR programs' data and reporting requirements.

Desired Qualifications:

   - Possess experience architecting applications that make use of Common Access Card (CAC) enabled access security.

   - Possess at least two (2) years of experience working in the FEDRAMP cloud environment, preferably AWS.

8. **Programmer**

This position shall have the minimum qualifications:

   a. Possess a bachelor's degree and at least five (5) years of experience in the coding of programs for the collection, maintenance, searching, and reporting of data.

   b. Possess training in the use of and experience using the following programs, platforms, and services: ASP.Net/C#; web development including HTML, CSS, JavaScript; SQL Server; IIS;HP IDOL API; and Access database programming.

   c. Possess experience architecting applications that make use of Common Access Card (CAC)enabled access security.

   d. Possess experience working in the Amazon Web Services environment.

   e. Possess at least two (2) years of experience within the past five (5) years working withSBIR/STTR programs' data and reporting requirements.

9. **Senior Network Systems Engineer (1 FTE is Key Personnel)**

This position shall have the minimum qualifications:

   a.   Possess either (1) a bachelor's degree and a minimum four (4) years of experience in configuring, managing, and securing a network environment to include: the design and build of network infrastructures, implementation of server virtualization techniques, implementation of data security and compliance measures, optimizing servers to meet computing demands, implementing cloud computing configurations, monitoring and managing cloud operations, and supervising the cloud environment and network operations, or (2) possess 8 (eight) years of experience in configuring, managing, and securing a network environment to include: the design and build of network infrastructures, implementation of server virtualization techniques, implementation of data security and compliance measures, optimizing servers to meet computing demands, and network operations and professional certifications and training in systems related to all of these areas.

Possess experience in AWS cloud environment implementing production web, database, and email systems.

c. Possess at least two (2) years of experience within the past five (5) years working with SBIR/STTR programs' data management requirements.

Desired Qualifications:

- Possess experience configuring network access controls that employ Common Access Card (CAC) security protocols.

10. <u>Website Designer/Manager</u>

This position shall have the minimum qualifications:

Possess fifteen (15) years of experience designing and managing websites to include: website design to enhance customer engagement and information dissemination; data management to include the need for addition, removal and update of site information; security and access provisions to include efforts to prevent data corruption, the addition of unauthorized data and security threats (e.g. viruses or malware), and the removal of data by unauthorized personnel

a. Possess at least two (2) years of experience within the past five (5) years working with SBIR/STTR websites.

11. **Business Data and Financial Manager**

This position shall have the minimum qualifications:

a. Possess at least three (3) years of experience performing budget tracking and financial analysis in a DoD environment, two (2) years of which must be working within the DoN Enterprise Resource Planning (ERP) system.

b. Possess knowledge of and experience with the DoN ERP system for generating Procurement Requests (PRs) for the award of new contracts, incremental funding, and exercising contract options as it relates to Research and Development efforts.

Possess knowledge of and experience with performing data entry services into databases.

d. Possess the ability to provide administrative support to include scanning of documents, preparation of documents and document packages, tracking of items and coordinating schedules, creating documents and entries in management information systems, preparing briefings, generating database reports, and coordinating and attending meetings.

e. Possess knowledge and experience in the use of relational databases and Microsoft Office products (i.e. Word, Excel, PowerPoint, and Access).

f. Possess at least two (2) years of experience within the past five (5) years working with SBIR/STTR financial analysis, tracking, and preparation of SBIR/STTR procurement requests

<u>C-3 Reports, Data, and Other Deliverables</u>

All reports, data, and other deliverables are located in the attached DD 1423, Contract Data Requirements List (CDRLs) which are included in Section J. See the attached CDRLs for submission information, content, and due dates.

CDRL A001 – Monthly Progress and Status Reports

CDRL A002 – Monthly Financial Status Reports

CDRL A003 – Quarterly DoN SBIR & STTR Data Reports

CDRL A004 – Annual DoN SBIR & STTR Data Reports

CDRL A005 - DoN SBIR & STTR Ad Hoc Reports

CDRL A006 - Materials in Support of Navy SBIR/STTR Program Management Execution

CDRL A007 – Quality Control Plan(QCP)

CDRL A008 - Enterprise-Wide Contractor Manpower Reporting Application (ECMRA) Reports

CDRL A009 - Transition/Commercialization (CRP), Energy Efficiency, & Manufacturing Data   Reports

CDRL A010 - Database Systems Software, Data, and all Associated Documentation

CDRL A011 - Data Systems Transition Plan

CDRL A012 - Individual Travel Worksheets & Reports

CDRL A013 – Master Travel Log

CDRL A014 – Admin Funds Plan and Report

CDRL A015 – Monthly Metrics Report

CDRL A016 – Year in Review Report

CDRL A017 – Health Monitoring Report

CDRL A018 – Technology Transition and Commercialization Documentation

CDRL A019 – Outreach Training Material

CDRL A020 – Research Topic Guides and Training Materials

C-4 INVENTORY OF CONTRACTED SERVICES

Services Contract Reporting (SCR) requirements apply to this contract. The contractor shall report required SCR data fields using the SCR section of the System for Award Management (SAM) at following web address: https://sam.gov/SAM/.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://sam.gov/SAM/.

C-5 ACKNOWLEDGEMENT OF SPONSORSHIP

(a) As used in DFARS 252.235-7010, 'Acknowledgement of Support and Disclaimer,' "material" also includes but is not limited to, news releases, letters to the editor, articles, abstracts, manuscripts, brochures, advertisements, photos, films, videos, slides, charts, graphs, drawings, speeches, trade association meetings, symposia, etc.

(b) Nothing in the foregoing shall affect compliance with the requirements of the clauses of this contract entitled "Disclosure of Information" (252.204-7000) and "Security Requirements" (FAR 52.204-2 and Alternate I) if such clause is a part of the contract.

(c) The Contractor further agrees to include this provision in any subcontract awarded as a result of this contract.

C-6 KEY PERSONNEL

a. The Contractor agrees to assign to the contract tasks those persons whose resumes were submitted with its proposal and who are necessary to fulfill the requirements of the contract as "key personnel." No substitutions may be made except in accordance with this clause.

b. The Contractor understands that during the first ninety (90) days of the contract performance period, no personnel substitutions will be permitted unless these substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the COR and the Contracting Officer and provide the information described in paragraph (c) below. After the initial ninety (90) day period the Contractor must submit to the Contracting Officer and COR all proposed substitutions, in writing, at least 30 days in advance (60 days if security clearance must be obtained) of any proposed substitution and provide the information required by paragraph (c) below.

c. Any request for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution, a resume for the proposed substitute, and any other information requested by the Contracting Officer and COR. Any proposed substitute must have qualifications equal to or superior to the qualifications of the individual proposed at the time of proposal submission. The Contracting Officer or his/her authorized representative will evaluate   such requests and promptly notify the Contractor in

writing of his/her approval or disapproval thereof.

d. In the event that any of the identified key personnel cease to perform under the contract and the substitute is disapproved, the contract may be immediately terminated in accordance with the Termination clause of the contract.

The following are identified as key personnel:

Program Manager	Ms. Kathy Fontana
Senior Analyst	Mr. Andrew Villegoureix-Ritaud
Senior Analyst	Ms. Camille Piazza
Senior Analyst	Mr. Antonio Rodriquez
Subject Matter Expert	Mr. Kyle Mullen
Senior Network Systems Engineer	Ms. Reema Dodani
Senior Programmer	Mr. David Obeshaw

e. All personnel (Key and Non Key) under this requirement are allowed may work in locations other than the Government location pending approval from the prime contractor.